

Out-of-State sellers with Illinois nexus are required to collect Use Tax from their Illinois customers. (This is a GIL.)

July 11, 2000

Dear Xxxxx:

This will acknowledge receipt of your letter dated May 15, 2000. It will confirm our clarifying telephone conversation on July 10, 2000. The nature of your letter and the information you have provided require that we respond with a General Information Letter, which is designed to provide general information, is not a statement of Department policy and is not binding on the Department. See 2 Ill. Rev. Code 1200.120 subsection (b) and (c), which can be found at [state.il.us/legalinformation/regs/part1200](http://state.il.us/legalinformation/regs/part1200). In your letter, you have stated the inquiry as follows:

Our company is a manufacturing company who provide service and sales to various states in the U. S.

In order for us to correctly bill our customer for their tax, we would need a copy of the template for your City and County Sales/Use Tax Rates.

We thank you for your prompt attention and cooperation.

We understand from our telephone conversation that you sell no items required to be registered with Illinois (no motor vehicles, aircraft or watercraft) and that you do not sell food items.

If you are an out of state seller required to collect Illinois use tax from your Illinois customers, the rate of tax is 6.25%.

You would be responsible for local taxes only if you engage in retailing from an Illinois location. That is, if you accept purchase orders in Illinois or, if you accept purchase orders outside Illinois but fill those orders from an Illinois inventory, you would incur Illinois and local retailers' occupation tax liabilities at the rate applicable to your Illinois location. We have enclosed a copy of the Department's Illinois Sales Tax Rate Reference Manual that provides the local rates applicable to retailers located in municipalities and unincorporated areas of counties throughout Illinois.

I hope this information is helpful. The Department of Revenue maintains a website which can be accessed at [www.revenue.state.il.us](http://www.revenue.state.il.us). If you have further questions related to the Illinois sales tax laws, please contact the Department's Taxpayer Information Division at (217) 782-3336.

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If you are not under audit and you wish to obtain a binding Private Letter Ruling regarding your factual situation, please submit all of the information set out in items 1 through 8 of section 1200.110(b).

Very truly yours,

Melanie Jarvis  
Associate Counsel